

Intelivert Presence

User Guide



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Intelivert Presence Overview

Intelivert Presence is a workforce attendance app designed to allow users to check in and out of a site. Presence is used in conjunction with the Workforce Safety & Management System. Users of the Workforce Safety & Management System log into the app with their existing credentials and are able to check in and out of confirmed sites. The site list updates based on the status of the user, so if a user is not compliant, they cannot check into a site.

Quick Links

1. [Download Intelivert Presence](#)
2. [Access Intelivert Presence](#)
3. [Check In / Check Out](#)
4. [QR Code](#)

Download Intelivert Presence

Download Intelivert Presence by searching for it in the Apple App Store or the Google Play Store.



Apple App Store:


<https://itunes.apple.com/us/app/intelivert-presence/id1060707396?mt=8>

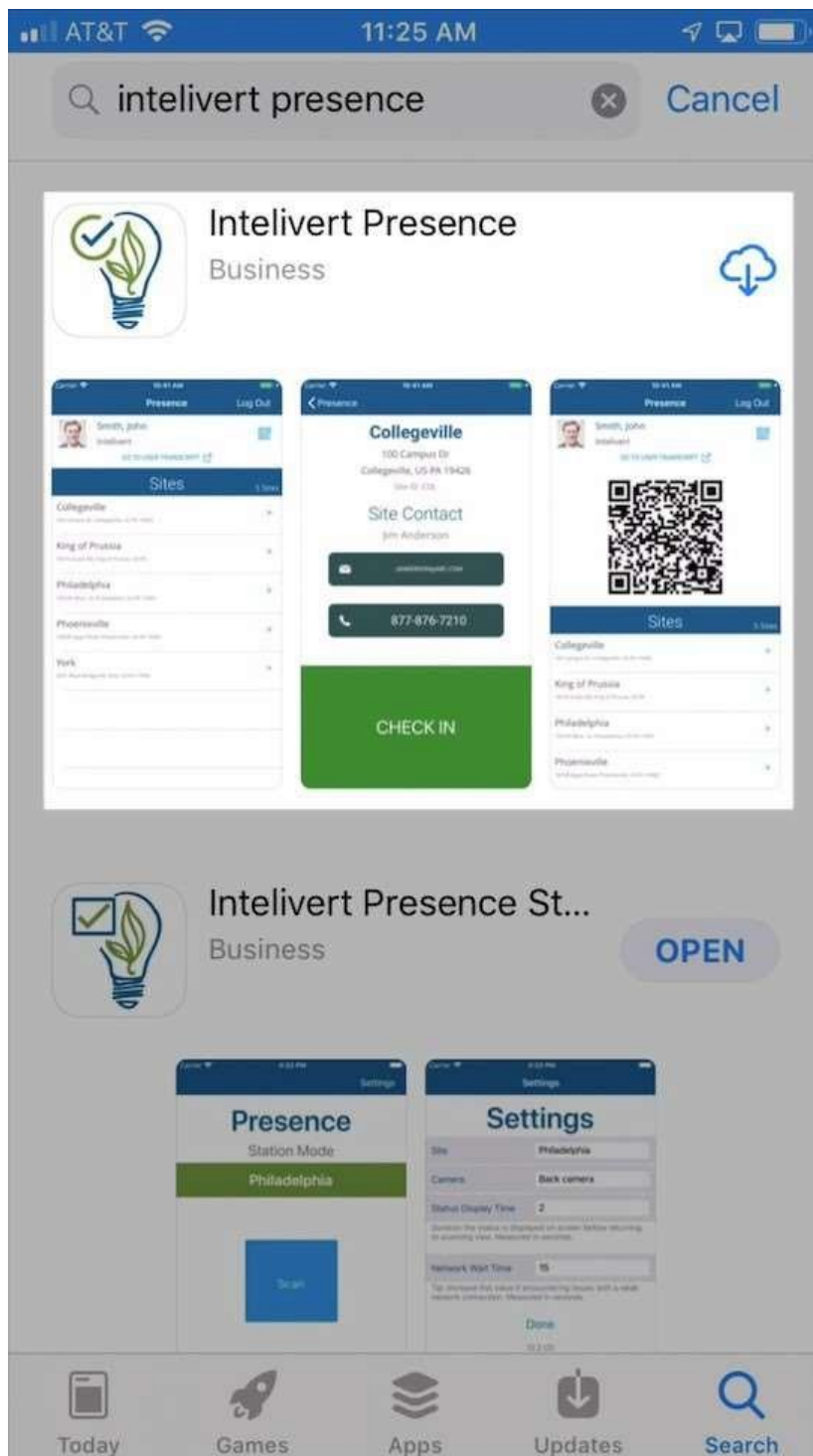
Google Play Store:

<https://play.google.com/store/apps/details?id=com.certus.presence>

Apple Instructions

To download Intelivert Presence, complete the following steps on your iOS device.

5. Launch the App Store.
6. Search for "Intelivert Presence".
7. Tap the download icon  for Intelivert Presence to download the software.
8. Once Intelivert Presence completes download, launch it from the home screen.

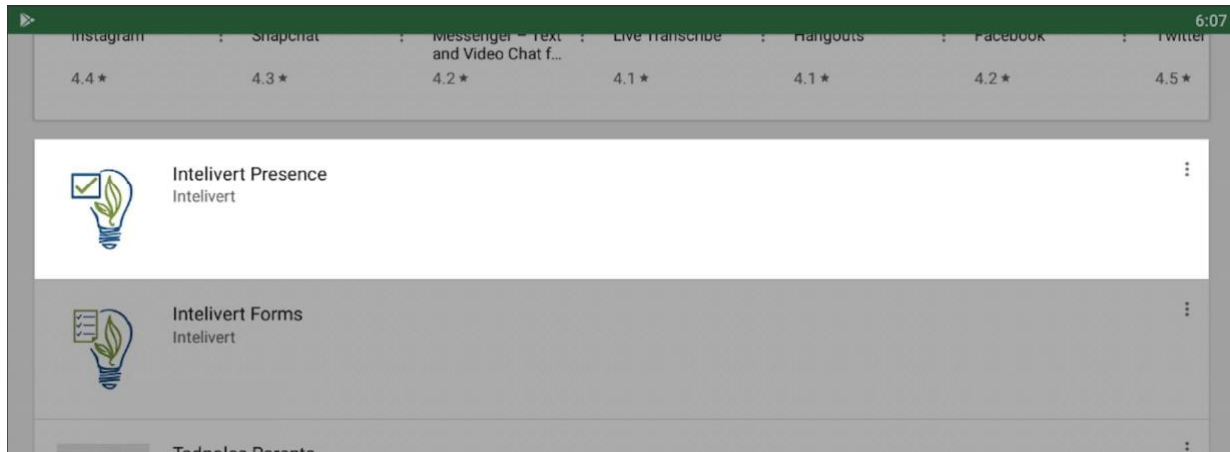


9. Once Intelivert Presence completes download, launch it from the home screen.

Android Instructions

To download Intelivert Presence, complete the following steps on your Android device:

1. Launch the Google Play store app.
2. Search for "Intelivert Presence".
3. Tap the Intelivert Presence app in the search results.
4. Tap Install to download the software.



Once Intelivert Presence completes download, launch it from the home screen.

Access Intelivert Presence

Log In

Logging into Intelivert Presence requires you to enter your portal URL, username, and password. Your username and password are the same that you use to access your system from a website.

Your portal URL is: **<http://www.wmsafetyportal.com>**

If you are experiencing issues when logging into Intelivert Presence, your user account may need to be configured to have access to attendance tracking. This configuration change must occur in your system before your user account can access Intelivert Presence.

Note: The system URL is saved after successfully logging into Intelivert Presence.

Intelivert Presence

Replace with your portal URL

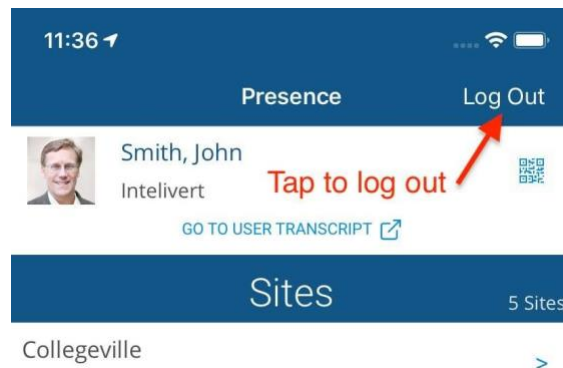
2.0.1 (1)

Login

Log Out

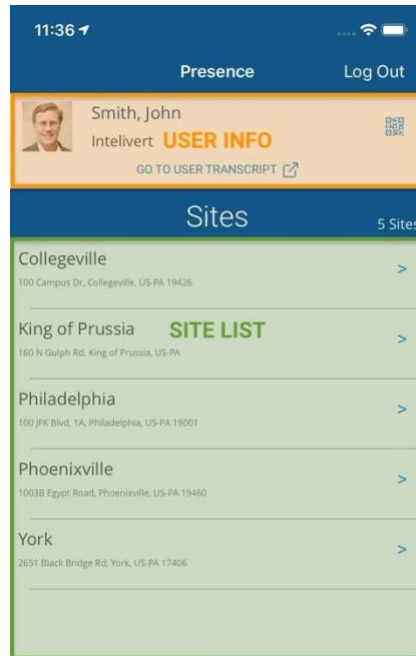
Log out of Intelivert Presence by navigating to the home screen and tapping the Log Out button on the upper right of the screen.

Alternatively, you can close the app on your device (not suspend/background) and the next time Intelivert Presence launches, it will be logged out and ready for login credentials.



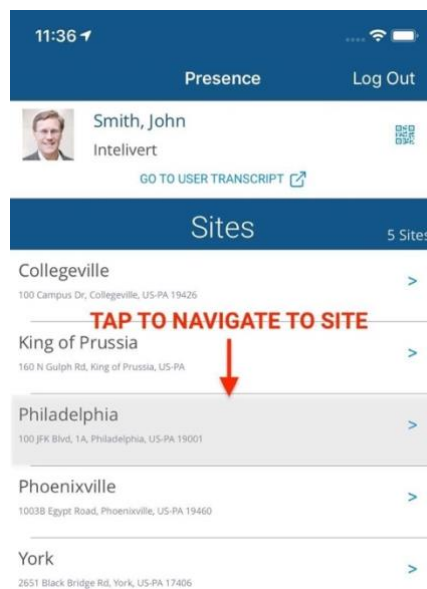
Navigate Intelivert Presence

Areas of Presence Home Page

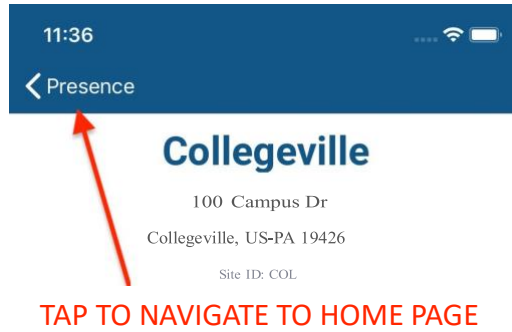


Navigate Intelivert Presence

Tapping a list item navigates to the tapped item's contents. For example, after tapping a site name, Intelivert Presence navigates to the site's Check In/Out Screen.

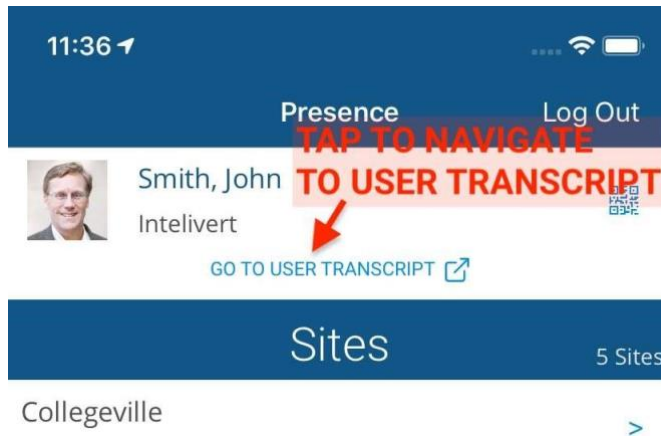


To navigate back from a selection, tap Presence in the navigation toolbar.



View User Transcript

View the User Transcript by tapping the Go to User Transcript link in the User Info area of the Intelivert Presence home screen.



After logging in, the user's Transcript page will be displayed.

Smith, John
Intelivert
Account created on 7/31/2015

RISK LEVEL:	N/A
EXPIRES:	N/A
DRUG SCREEN:	N/A

- Drug Screen
- Social Security Number Verification
- Criminal History Check - Federal
- Criminal History Check - State
- Criminal History Check - County
- Government (Terrorist) Watch List
- Employment Verification
- Education Verification
- Professional License and/or Certification Verification
- Driver's License Abstract
- Credit Profile with Bankruptcy & Liens
- Media Search
- Sexual Offender Check
- Any other verification element required by law, rule or regulation

COURSES COMPLETED		EXPIRES: 7/24/2020
Course Name	Abbreviation	Completed
Dumpsite Safety	DS	7/25/2019
Customer Service	CS	7/25/2019

CONFIRMED SITES		TOTAL: 5
Site Name	Date Confirmed	
Collegeville	7/25/2019	
King of Prussia	7/25/2019	
Philadelphia	8/23/2016	
Phoenixville	7/25/2019	
York	7/25/2019	

My Sites

In order to work at a site, all safety orientations must be completed. If a user has not taken all required courses, they will not have any sites listed. Furthermore, the site list downloaded contains only the active sites associated with the user that have been confirmed by their contractor manager.

If your site list does not contain any sites, you may need to:

- Complete required safety orientations
- Have your user account configured to have sites added to your account and/or confirmed by your contractor manager.

This configuration change must occur in your system before your user account can access site attendance with Intelivert Presence.

The screenshot shows a user interface for 'My Sites'. At the top, there is a dark blue header bar with the word 'Sites' in white and '5 Sites' in a smaller font on the right. Below the header, there is a list of four sites, each separated by a horizontal line. Each site entry consists of the site name in bold, the address in a smaller font, and a right-pointing arrow icon.

Site Name	Address
Collegeville	100 Campus Dr, Collegeville, US-PA 19426
King of Prussia	160 N Gulph Rd, King of Prussia, US-PA
Philadelphia	100 JFK Blvd, 1A, Philadelphia, US-PA 19001
Phoenixville	1003B Egypt Road, Phoenixville, US-PA 19460

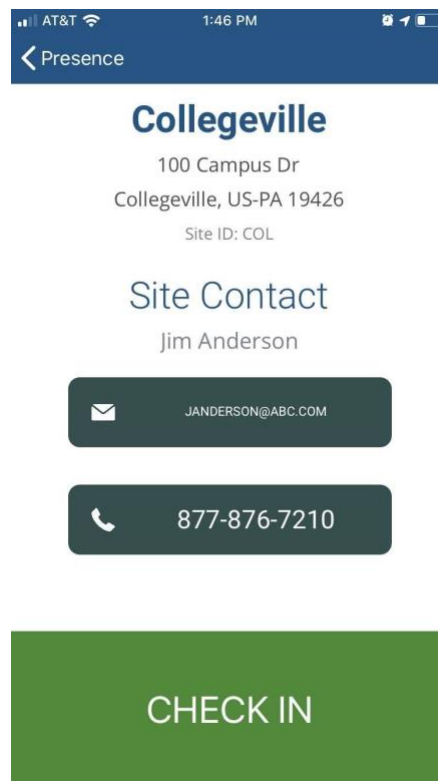
Check In/Check Out

Check In to a Site

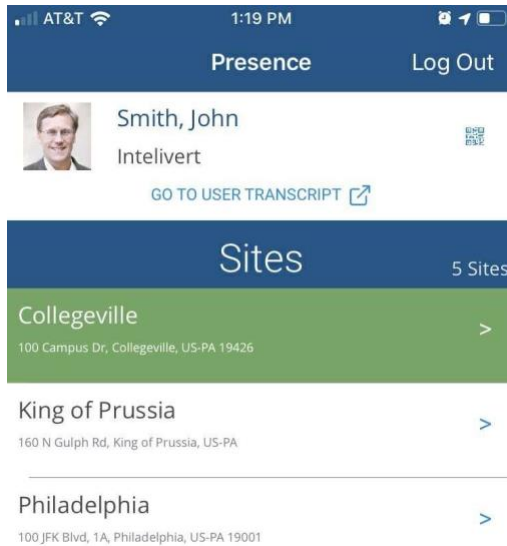
The Check In/Check Out Screen for a site contains site information such as site name, address and site ID. If the site contact information is available it will also contain the contact's name, email address and phone number.

To check in to the site, tap the CHECK IN button across the bottom of the screen. Intelivert Presence will:

- Save your arrival date, time and GPS location.
- CHECK IN button fades.
- Return to Home Screen.



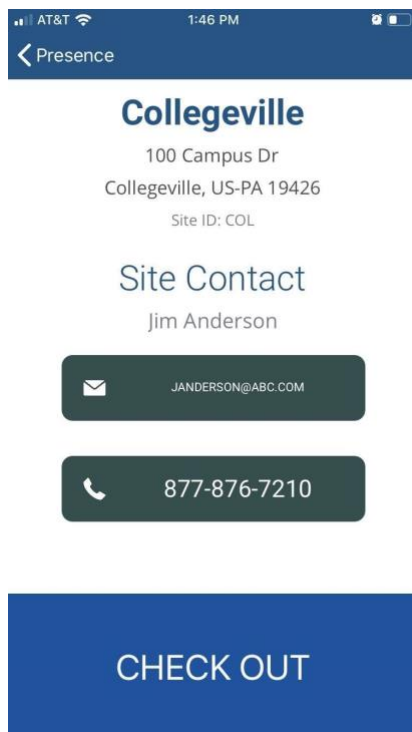
- On the Intelivert Presence Home Screen, the site is highlighted and moves to the top of the site list.
- You must check out of a site before Intelivert Presence will allow you to check into another site.



Check Out of a Site

To check out of a site, navigate to the site's Check In/Check Out Screen and tap the CHECK OUT button across the bottom of the screen. Intelivert Presence will:

- Save your departure date, time, and GPS location.
- CHECK OUT button will change color and will change to CHECK IN.
- On the Intelivert Presence home screen, the site will be placed in the site list in alphabetical order and the highlighting will be removed.

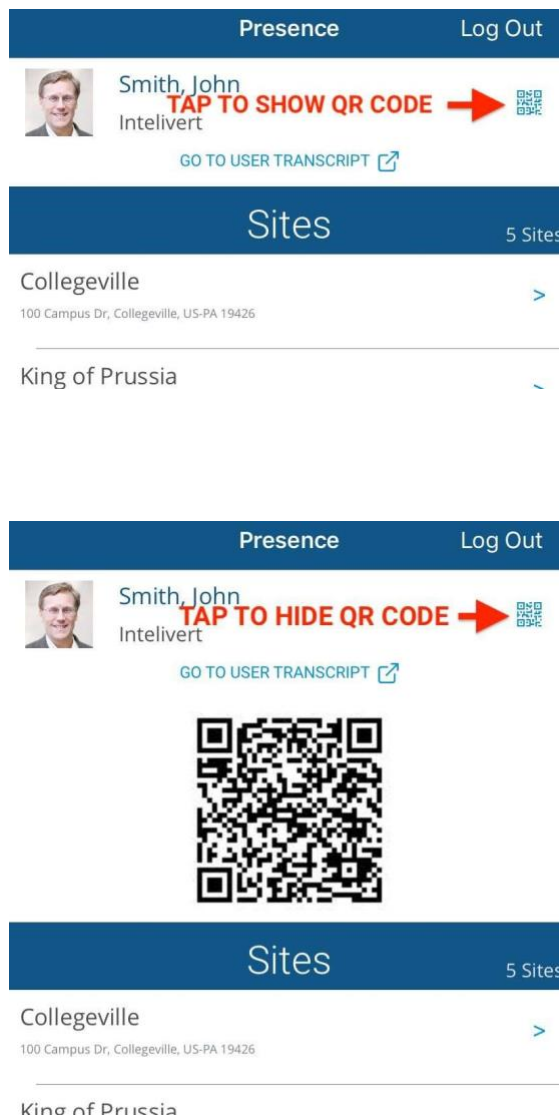


QR Code

A QR code is available for use when visiting worksites where the Intelivert Presence Station is in use.

Show/Hide QR Code

Tap the blue QR icon to show or hide your QR code.

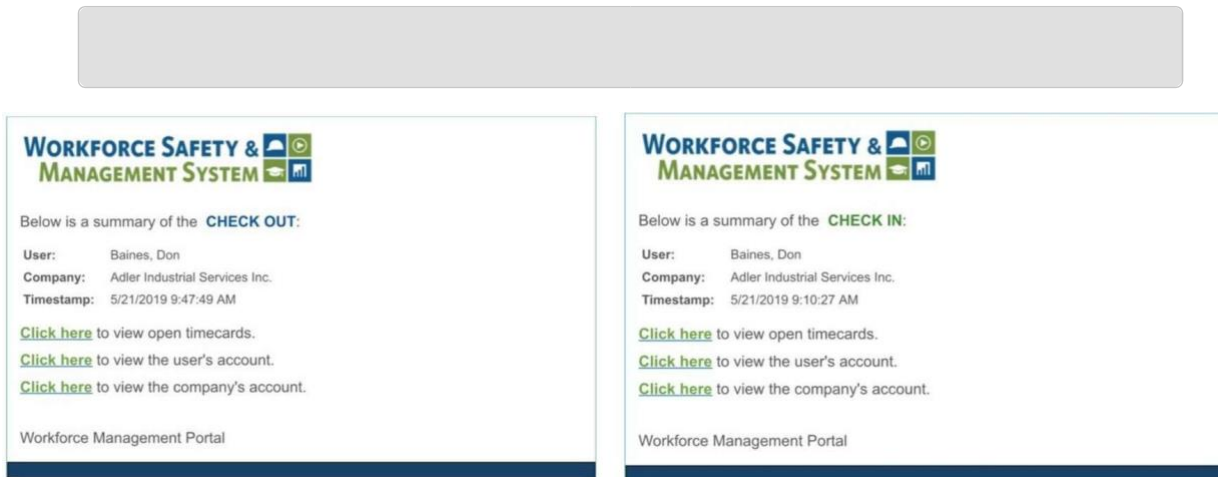


Email Notifications

Email notifications are sent to contractor manager(s) when the following situations occur:

- Employee miss checkout time.
- Employee exceeds site's max time for being checked in.

Notifications may be sent to contractor administrators, site administrators, host company safety team, etc. Contractor employee name, company, site, and date and time of arrival or departure are included in the body of the email to inform contractor and site personnel of workers located on a site.



Note: The email includes a direct link to the Open Timecards/Workforce - Currently Checked In report in the system where the user can review all workers check in/out of the site.